

POLICE PROPERTY & EVIDENCE CUSTODIAN

DISTINGUISHING FEATURES

The fundamental reason the Police Property & Evidence Custodian position exists is to perform work related to receiving, storing and issuing of personal and non- personal property impounded following City, State and Federal requirements for the City's Police Department. Work is performed under general supervision from the Police Property & Evidence Manager.

ESSENTIAL FUNCTIONS:

Receives impounded properties and evidence from Police Officers; releases property and evidence to designated personnel following prescribed procedures. Performs physical inventories. Works with possibly contaminated blood and property using protective equipment; and works with other sensitive evidence.

Collects, produces and maintains written documents with clearly organized thoughts. Maintains computer records on the disposition of evidence and other impounded property. Sorts, separates, and arranges files and distributes incoming invoices.

Delivers evidence to courts and testifies on the disposition of evidence when necessary; returns property to owners as required, and disposes of property in prescribed manner.

Maintains hygienic supplies, office supplies and forms for officers and civilian employees of the Police Department.

Supports other staff members by helping out other personnel with their job duties. Listens and communicates effectively with all those encountered in the course of work.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

General Police procedures for impounding and safekeeping property.
Applicable federal, State and local criminal and civil laws, codes and regulations.
Basic principles, practices and methods of warehousing.
Hazards and safety precautions applicable to warehousing.

Ability to:

Understand and follow handling, retrieval and disposal procedures carefully.
Implement storage, security and accounting procedures for items of a sensitive nature and/or valuable impounded property.
Communicate in the English language with the public by phone, two-way radio, or in person in a one-to-one setting.
Operate a computer utilizing a keyboard or other device.
Work cooperatively with other City employees and the public.
Display discretion and integrity in the performance of duties.
Comprehend and make inferences from material written in the English language and learn job-related material through observation and oral instructions. This learning takes place mainly in an on-the-job training setting.
Remain in a standing position for extended periods of time.
Move objects weighing less than 50 pounds short and long distances.

Work with contaminated property and/or hazardous waste materials using normal protective equipment.

Work in a variety of weather conditions with exposure to the elements.

Work safely without presenting a direct threat to the incumbent or others.

Operate a forklift, stock picker or other equipment to move impounded property.

Education & Experience

Minimum of two (2) years experience in property/evidence work, police work, warehousing or related field, including experience working with police procedures, warehousing, and the legal sanctions governing evidence and other types of property disposition and disposal. This position requires a standard Arizona driver's license with no major driving citations in the past 39 months. Attendance and punctuality are essential functions.

FLSA Status: Non-Exempt

HR Ordinance Status: Classified